**Why Study Public Speaking**

Communication is vital in society today. A person who can think clearly, organize their ideas, and express them with conviction in a clear manner, will get ahead in this world.

Some situations in which good public speaking skills may be required:

* Your boss has asked you to express an opinion on a subject. Could you do this? What if you had to speak in front of your fellow workers?
* At a staff meeting, the boss has asked someone to suggest a solution to a problem. You have a great idea that might work. Would you be able to get up and clearly explain your suggestion?
* Your boss has asked you to make an oral report at a meeting. Could you do it? What if it was recorded for the radio or newspaper?
* Your boss has asked you to train new employees or give a demonstration of some equipment explaining its use.
* You have been appointed spokesperson for a group and you have to report the group’s findings.
* At a job interview there are two candidates. Both have equal qualifications. One person can clearly articulate his ideas and answers all questions in an intelligent manner. The other looks at the floor and mumbles his answers. Which one would you hire?
* In your job, you are required to answer the telephone and, sometimes, give detailed explanations or deal with difficult customers. Could you handle this?
* Your supervisor has asked you to evaluate a new worker’s performance. Could you give constructive criticism?
* Someone in your workplace is retiring. You have been asked to present them with a gift. Could you do this?
* You have been elected as president of your organization. One of your tasks will be to chair meetings. How comfortable will you be with this?